

Class Title: EMP COUNSELOR 1

Class Code: 078431

Examination Method

Minimum Qualifications Evaluation: Employment applications for Emp Counselor 1 will be reviewed to determine whether applicants meet the specified education and/or experience requirements, as well as any other necessary qualification requirements specified in the job posting for this job. **Applicants meeting the qualification requirements will be sent a testing admission notice advising them of the date by which they must take the written test if they wish to be considered for currently posted position vacancies.**

Written Test: To be eligible for employment consideration, qualified applicants must attain a passing score on the written test for Emp Counselor 1. The written test takes approximately four (4) hours to complete.

Test Content Summary

The written test consists of 96 multiple choice questions divided into five test sections. Each test section has been designed to assess the knowledge, skills, and abilities required to effectively receive the formal and informal training provided to an Emp Counselor 1. The five test sections are:

Reading Passages and Answering Questions about Content – The questions contained in this section are designed to assess the extent to which an applicant will be able to learn specific components or aspects of the job through the reading of written technical materials. (16 questions)

Word Meanings – The questions contained in this section have been designed to assess applicants' communication skills by measuring their knowledge of word meanings. (21 questions)

Analyzing Situations – The questions contained in this section have been designed to assess an applicant's ability to understand and interpret guidelines or policies governing situational decision-making, and to apply the guidelines to specific situations in order to choose the most appropriate action or decision. (22 questions)

Recognizing Errors in Sentences – The questions contained in this section of the examination have been designed to assess applicants' writing ability by measuring the extent to which they can detect either grammatical or standard English usage errors in sentences. (21 questions)

Employment Counseling Applications – The questions contained in this section of the examination have been designed to assess an applicant's knowledge of and ability to apply employment counseling concepts which are utilized in various employment counseling situations. (16 questions)

Testing Location Information

Currently testing is conducted only at the Department of Human Resources office in Nashville.

If alternate testing locations should become available, approved applicants will be notified of the alternate location which best matches their testing location preference (as indicated in employment application submitted for this job).

